



## **Missoula College – RFQ [Request for Qualifications] Exterior Sculptural and Call for Finished Work**

### **Guidelines: Application Process**

Applications to our projects will be made and reviewed through an online vendor, Slideroom.com. Artists will answer questions in a **Forms Tab**, upload media/artwork images on a **Media Tab** and on an **Attachments Tab**, offer a **Cover Letter/Letter of Interest and BIO/Resume/CV**.

**Help text at each tab** in Slideroom is available to guide you through the application process. All **technical questions** about using their service should be directed to their help desk of FAQ's at <http://www.slideroom.com/support.html> or by emailing them at: [support@slideroom.com](mailto:support@slideroom.com). Take a tour of their FAQ site or visit our Percent-for-Art FAQ's page.

**NOTE:** Artists may apply to one or more project with the same artwork. MAC will facilitate duplicate requests for artwork.

**NOTE:** Slideroom.com is constantly updating their services and attempting to make applications and artist images more accessible to more types of computers and mobile devices. For this reason, **always use our Internet links to technical assistance and to our application portals provided in each project description**. Artists may run into outdated and “cached” guideline information by searching the web randomly.

**NOTE:** Artists beginning an application will be contacted by MAC staff if they do not submit the application. It is best to review the project requirements before deciding to start an application. We cannot see more than your name and email on our “side” until you submit.

### **To Begin Your Online Application**

The Montana Arts Council portal -- to begin **any** artist application-- is located at: <https://mt.slideroom.com>.

- Artists will be able to preview each of the applications **only inside the MAC portal**.
- Returning artists can use their account login and password to access the applications.

- Artists who are new to Slideroom.com will need to create an account **[your email address and login password]**. Save this login and password somewhere safe. You should update your Slideroom.com account with new contact information periodically.
- No fee will be charged until an artist submits their application. The fee is \$15.00
- **Once an artist logs into Slideroom.com and previews the projects, reads all of the guidelines and scope of work documents**, artists can then start an application by “clicking” on the link to the specific project(s) they are interested in.
- **Select: Start Application**

**Forms Tab: Information requested here** will offer the Selection Committee additional contact information, artistic disciplines, experience. We will also ask some information which will help us with future technical assistance and programming.

### **Media Tab: Images**

The Selection Committee will need high quality digital or digitized images [from traditional wet process photography] in order to jury the process. Do understand that if the actual artwork varies significantly from the image, the committee will not be able to proceed with the purchase of the work and this will void the contract.

The Selection Committee will be looking for artwork both familiar and unusual. Selection Committees seek artwork that speaks to time and place; artwork that offers a perspective of life in Montana and beyond. The committee is interested in considering artwork that is visually exciting and well-crafted. Excellence is the primary selection criteria -- please don't get “bogged” down worrying about themes of the work that the committees will want to see. The Selection Committee will have a desire to see some work that speaks to academic work that their students, staff, faculty and alumni do, but they are open to interpretations of that work, and will also be considering “art for art's sake” pieces that fit the architecture, sizes of the sites, and their budget.

No disparaging artworks will be considered. No children's faces can be seen without written permission from their parents. No images of people who are still living can be used without written permission. Several sites would work well for diptych and triptych presentations [e.g. two images or three images or, even more that should be, or could be, hung together as a single or compatible theme. Or, for example: a panoramic photograph of a landscape that is divided into two or three panels hung with a small border of wall between them. Other examples would include stacked patterns/formats of artworks with common concepts]. Scale of the artwork in relation to the site's size is very important.

Please address your design and installation concepts in your **Cover Letter**. You may also add superimposed images of your artwork on copies of photographic images of the sites available for each project. [Up to 10MB for your image and text limits] when photographs of the site are available. In the case of buildings still under construction this may not be possible.

Please **USE THE DETAILS FIELD** at each media upload to further describe your idea of how multiple artworks might be used together and refer to your layout plan and any other information that could be useful to the reviewers and administrators. As this is both an RFQ call and a call for Finished Artwork, please read the instructions in the help fields to offer the committee the most accurate information about whether the work is for sale or is a portfolio image for consideration for the sculptural commission.

**NOTE:** If a complicated installation is required, we may need the artist to be present to supervise, or hire a professional art installer. Otherwise, a team from the building's facility department will install the artwork. If a finalist's artwork is over 10 pounds we will require an exact weight to plan for installation.

### **Media: Applicant Instructions**

High quality artwork images should be used.

- A total of **25 uploads are allowed. One upload is the minimum for the application.** Detail shots of these artworks may be offered; be sure to title: Title –detail {LR as example of detail of lower right hand corner}
- There are required fields to offer a description of the artwork.
- Artwork must be identified as to whether it is for sale or is being offered as an example of your work for the RFQ. See Slideroom.com Media upload assistance.. Offer the price or NFS in the appropriate field.
- Fill out all media descriptive fields.
- Use the narrative DETAILS field to describe close-up images of artworks to orient reviewers to where they were taken on the artwork. Use this field to describe how you envision installing the artwork(s). Use the field to describe how you see the work framed or otherwise prepared for display. Use this narrative field to add more information about the artwork's medium or mixed media materials, and provide information about your artist process if this clarifies the artwork to the reviewers. You will have 1,000 characters/spaces to describe the artwork.
- Once you have fully-described each artwork, you may drag and drop media images to where you want them in the tab and these details will follow the image; it is best to put close-up/detail shots next to the full artwork image. If you are having trouble with this step, please see Slideroom.com – FAQs or contact their technical services.

**NOTE: Technical Information:** Slideroom can accept the following file formats: Images (each up to 5MB); Videos (each less than 60MB); Documents (each up to 10 MB) but PDF files are required for all text with image documents. All attachments must be downloaded by the reviewers and it takes too much time if the .PDF file format isn't used. In a selection committee meeting we need to easily go back and forth between types of documentation, images and artists. Slideroom.com allows us to do this. PDF's are seen as images and easy to read, and there will be no formatting changes from what you created to what reviewers can see.

**NOTE: Technical Information:** Slideroom accepts the following photo media file types: .jpg, .jpeg, .png, .gif, .tif, .tiff, .bmp, .tga

**However, we are asking artists to use only: .jpg, .jpeg, tif, tiff**

**NOTE: Technical Information:** See Slideroom FAQs for more details on technical questions concerning file types and converting here: <https://support.slideroom.com/>.

### **Attachments Tab: Cover Letter and Biography/Resume/ CV** [Two separate documents]

These should be created as text/word/image document. Address your Cover Letter to the {Project Title} Selection Committee. Copy and pasted information can be added to the bio/resume/CV document, as can copied/scanned publications and press releases and additional images. Save these versions to your computer and then, when you have completed the document, they should **also be saved** as a .PDF file before uploading. Last step: Upload the PDF version from your computer into **Attachments Tab**. These documents can be up to 10 MB each.

**NOTE:** If you need assistance creating a .pdf file, please see our MAC: **What You Should Know About Online Technology** section and then contact us if you need further assistance.

**NOTE:** Please remember that some of the committee members may be unfamiliar with artistic terms and techniques, and the processes of jurying; offer them what they need to know to make an informed decision.

**NOTE:** If your work is selected for direct purchase, we will ask for the highest quality resolution image of the work [Close up artwork – unframed in the case of flatwork, or from the studio if it is a 3-D work.] We need the best available images for our archives, art collection publications, and press releases. We will take photos of the installed artwork and share these with each artist so that you may have this record for your archive. If you are selected as a Semi-finalist, you will receive a design stipend of \$1,000 to produce a presentation for the Selection Committee that will exemplify your ideas, and preliminary budgets and installation plan.

### **Checklist for Applying**

1. Read the project description at: **REQUIREMENTS: More** – it is a drop down box, just inside the Slideroom portal at: <https://mt.slideroom.com/> Read the Scope of Work, and the General Information and Guidelines for Application pages carefully to determine your eligibility and interest in the project.
2. Create your documents for your **Cover Letter** and for your **Resume/bio/curriculum vitae** and save as .PDF documents.
3. Determine the best artworks to create your portfolio or work for sale. Decide whether to show details {close-ups of certain artworks}. Decide whether depth of

focus for your work would best suit this project call or whether a more varied cross-section would be a good approach. These calls have a one image minimum submission but 25 images are the maximum number. Your detail/close-up images of artworks count against that 25 maximum.

**NOTE:** Buying finished work has little in common with putting together a showing for a gallery or museum, or entering a juried competition, or even negotiating with a private collector. Offer the best artwork that you are willing to part with and ask a fair price. Prepare your initial description information: Title, Size: HxWxL, Medium, Price, Date of Completion, etc. and then use the narrative fields for a full description of the work, which may include orienting the viewer to where a detail shot was taken on the artwork, or, the artistic process of how the work was created to more fully inform the viewer, etc.

**NOTE:** Artists should ask a fair price for the artwork alone. In the description field for each artwork, please consider, for us all, what it will cost to prepare the artwork for installation and how you envision the artwork installed, especially if you are offering multiple artworks that would work well together or would create a singular concept and composition. Together, we'll need to settle on what type of protection will be best for flatwork along with framing. For 3-D work we'll need information on pedestals and "display boxes" for interior sculptures and pads and reinforced footings for exterior sculpture. Installation and signage costs for all proposals will be included by the committee to determine a final price. The Selection Committee will work with the artists to make these final determinations and final costs.

**NOTE:** Insurance is required for artwork once it is under contract and during shipping. Signature and inspection should be required for acceptance of the artwork at the destination.

4. Assemble all information needed to complete your application in a folder titled for a specific project application on your computer. This makes grabbing the information for this and other applications easier.
5. Be aware that an application can **only** be made online. If you need assistance with the online process, please contact the Montana Arts Council before **October 20<sup>th</sup>, 2015**.
6. Email: [Support@Slideroom.com](mailto:Support@Slideroom.com) with technical questions. Email: [Khurtle@mt.gov](mailto:Khurtle@mt.gov) with project and program questions.
7. Print a copy of your completed application, and save a copy of your completed application and any narrative answers to your computer. You may be able to use this information for other Montana Arts Council Percent-for-Art projects, and other calls for art using Slideroom.com
8. Have you uploaded: 1-25 media images at the **media tab**?
9. Have you uploaded: 2 PDF files [Cover Letter and Bio] to the **attachments** tab?
10. Have you filled out the required questions at the **forms** tab?

11. There is a \$15.00 fee to Slideroom.com for each application. Do you have a credit or debit card? Slideroom.com accepts all types. If you don't have one, contact us at [khurtle@mt.gov](mailto:khurtle@mt.gov) and we'll attempt to make an arrangement.
12. Have you made copies of your materials and archived them on your computer?
13. **Submit the online application by MIDNIGHT (11:59 p.m.) MDT on Wednesday, November 20th, 2015.** This deadline is established by Slideroom and will be the cut-off time. **There will be no MAC staff to answer questions after 5 p.m.**

### **THINGS YOU SHOULD KNOW ABOUT ONLINE TECHNOLOGY**

1. Please type your narrative answers in a word document and then cut and paste into the application form. There have been instances of the web application crashing and taking narrative answers with it. Always keep a word document backup.
2. Narrative fields have a character count at the bottom. Punctuation and spacing are included in the count.
3. Multiple documents and media can be uploaded to the Attachments Tab. You can combine multiple documents and images into these two documents as each can be 10MB. Save each of these "running documents" first as a word document and second as a PDF file. The word versions are easy to correct or modify in case of errors or a desire to adapt for future applications.
4. To convert a file (or multiple files) to a single .pdf you have several options. If you have Adobe (or similar) software or a newer version of some word programs you can select "print" and then select the "pdf" option in the menu. Many word and text programs now have a menu of "saving as" choices. There are also several free software options on the internet. MAC does not recommend any particular software. If you are struggling with this technology please contact MAC staff ([khurtle@mt.gov](mailto:khurtle@mt.gov)) as early as possible and we will try to assist you. During the final week before the deadline many applicants will be requesting assistance. The earlier you can submit your requests the more likely someone on staff will be able to assist you before the deadline.
5. Always make a copy of your application. Know that you can re-use information and images can often be used to apply for other Montana Arts Council Percent for Art projects.
6. More often than not, when you are having difficulties with uploading or moving your media into an order that you prefer them to be viewed, it is the problem with your computer or your Internet browser. Save what you were working on. Exit and return later; the difficulties may have cleared up; even the highest speed browsers experience "hiccups." If a problem like this persists, read the

Slideroom.com FAQ's or contact support at Slideroom.com. They are frequently able to assist you quickly.

7. The online application system will accept applications until 11:59 pm MDT, however; agency staff is only available to answer questions until 5:00 pm. AND, the most important piece of information is that at 11:59 p.m., there will be a group of you trying to submit and a cyberspace traffic jam will occur. This could cause major problems, and a late posting is almost guaranteed to occur. Submit early.

**NOTE:**

- <https://mt.slideroom.com> for the **Applicant Portal**
- <http://www.slideroom.com/support.html> for **Individual Support for Applicants, Administrators and Reviewers**

**NOTE:** For more architecture images, or if artists wish to have higher resolution images of individual sites -- to help them make a proposal, please contact: [khurtle@mt.gov](mailto:khurtle@mt.gov). The architects for these projects are serving on the Selection Committee; MAC can get additional information if needed. If the building is still under construction, limited images may be available but potentially, they may be modified before the end of the project.